



Santa Clara Senior Center Guidelines for Use

Adventures to Go

Billiards

Bingo

Classes- Recreational, Health and Wellness

Computer Lab

Dining Out

Drop In Activities- Board Games, Card Games

Fitness Center

ID Fit

Lapidary

Natatorium/Indoor Pools

Woodshop

Santa Clara Parks and Recreation Department

Senior Center

1303 Fremont Street

Santa Clara, CA 95050

(408) 615-3170

www.santaclaraca.gov

Welcome to the Santa Clara Senior Center

Santa Clara Parks and Recreation Department aims to provide a safe, positive, and welcoming environment for all who visit the Senior Center. It is our intent to provide facilities, programs, and services that meet the needs of the adult community at various stages and functioning levels of life. Not all activities, services and programs are suitable for every senior age group or functioning level. Please read the program criteria for each activity you plan to participate in. The Santa Clara Senior Center does not have a membership requirement. Pre-registration is required to participate in some programs as described in the following pages.



Accessibility and Accommodations

The Senior Center is designed to meet the needs of seniors, and those individuals with qualifying disabilities/medical conditions. If you require special accommodation to access or participate in Senior Center activities and programs submit your written request to Senior Center staff at the front desk. Your request will be reviewed and reasonable accommodation or accessibility options will be discussed with you by supervisory staff. Please note that additional documentation may be required for some accommodations.

Americans with Disabilities Act (ADA)

In accordance with the Americans with Disabilities Act of 1990, the City of Santa Clara Parks and Recreation Department will ensure that all existing facilities will be made accessible to individuals with disabilities. Reasonable modifications in policies, procedures, and/or practices will be made as necessary to ensure full and equal access and enjoyment of all programs and activities for all individuals with a disability. In order to allow participation by individuals with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities, **please DO NOT wear scented products** to programs/activities at City facilities. Contact the Santa Clara Senior Center at (408) 615-3170 with accessibility concerns specific to this facility, and the Parks and Recreation office at (408) 615-2260 for accessibility concerns regarding other parks and recreation facilities/programs. For all other ADA questions, contact the City Clerk's office at (408) 615-2220.



Table of Contents

Mission Statement	2
Accessibility and Accommodations	2
Americans with Disabilities Act (ADA)	2
Who is a Santa Clara Senior?	4
Minimum Age Requirements	4
Program Information	4
Registration (New, Renewal)	5
Proof of Age and Santa Clara Residency	5
ID Fit (Individuals with Disabilities Fitness)	5
Eligibility Requirements/Criteria for ID Fit.....	5-6
Personal Care Attendants	6
Adventures to Go	7-9
Registration.....	7
Payment.....	7-8
Travel Insurance.....	8
Refund Policy.....	8
Trip Information.....	8-9
Health and Physical Considerations.....	9
Computer Lab	9-10
Check In/Out.....	9
Equipment Use.....	9
Conduct.....	10
Fitness Center and Natatorium	10-13
Natatorium Hygiene.....	10-11
Center Check In/Out.....	11
Equipment Use.....	11
Attire for Fitness Center.....	11-12
Attire for Natatorium.....	11-12
Lockers.....	12
Using the Pools.....	12
Tips to Use the Spa Safely.....	12-13
Water Temperature.....	13
Non-Resident Use of Fitness Center and Natatorium	13
Lapidary Lab	13-14
Prior to Using the Lab.....	13-14
Wood Shop	14
Dining Out Program	14-15
Code of Conduct	15-16
Participant Behavior Guideline.....	15
Discipline Guidelines.....	16
Appeal Process.....	16

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Last reviewed: 12/19/2011

Who is a Santa Clara Senior?

Santa Clara seniors are 50+ years of age. They reside in the City of Santa Clara, in an annexed area of Santa Clara, within the boundaries of the Santa Clara Unified School District, or own property within the City of Santa Clara.

Minimum Age Requirements

ID Fit/Personal Care Attendants = 18 years of age

Dining Out = 60 years of age

All other programs = 50 years of age

Program Information

Programs	City of Santa Clara Residency required?	Registration Required?	Card Issued
Fitness Center/Natatorium	Yes	Yes	Yes
ID Fit	Yes	Yes	Yes
Non-Resident Volunteer	No	Yes	Yes
Personal Care Attendant	No	Yes	Yes
Woodshop	No	Yes	Yes

Programs	City of Santa Clara Residency required?	Registration Required?	Card Issued
Classes (Recreational/Health and Wellness)	No	Yes	No
Adventures To Go	No	Yes	No
Dining Out	No	Yes	No
Fitness Center/Natatorium Non-Resident Day Pass	No	Yes	No
Lapidary	No	Yes	No

Programs	City of Santa Clara Residency required?	Registration Required?	Card Issued
Billiards, Bingo, Board/Card Games, Drop In Crafts, Walk A Block, Computer Lab	No	No	No

Registration (New)

- Parties who wish to participate in a program where registration is required will complete a registration form (obtained from front desk or www.SantaClaraCA.gov/SeniorCenter).
- Proof of age and City of Santa Clara residency are required.

Registration (Renewal)

- Bring your current card so that staff may affix a new sticker.
- Proof of age and City of Santa Clara residency are required.
- Review existing personal information we have in our database and update if necessary.

Proof of Age and Santa Clara Residency

It is a senior's responsibility to provide proof of age and residency in City of Santa Clara. Accepted proof of residency can be accomplished using one or more of the items listed below. Staff reserves the right to ask participants for an updated proof of residency at any time.

The following items are accepted proof of age:

1. Current drivers license.
2. State issued ID card.
3. Passport Photo.
4. Birth Certificate.

The following items are accepted to confirm your City of Santa Clara residency:

1. Current California Drivers License or State issued ID card.
2. Current utility bill containing your name and Santa Clara address.
3. Imprinted checks with your name and Santa Clara address.
4. Business mail with your name and Santa Clara address received within the last 30 days.

ID Fit (Individuals with Disabilities Fitness) Eligibility Requirements

Individuals who qualify are welcome to utilize the **Fitness Center and Natatorium** at the Senior Center during open use times. Refer to Fitness Center and Natatorium section for additional information and participation guidelines. There is no fee to participate as an ID FIT participant.

Eligibility Requirements/Criteria for ID Fit:

- Be at least 18 years of age and proof of age is required.
- Provide proof of City of Santa Clara residency or current enrollment in one of the Santa Clara Therapeutic Recreation Services Programs.
- Have a diagnosis for a qualifying disability or permanent medical condition which includes cognitive or physical impairments that substantially affect two (2) or more major Life Areas. Life Areas include: walking, moving, seeing, hearing, and performing activities of daily living or cognitive functions such as problem solving, remembering, and learning.
- Complete a registration form and liability release prior to participation.
- Completed registration forms are reviewed for appropriateness and participants will be contacted for further assessment/evaluation.
- Must be able to function and interact appropriately and independently in an open use program/setting following the Guidelines for Use, facility and equipment as determined by Santa Clara Senior Center staff.
- Management of oral intake in a manner that does not produce disruptive behaviors (i.e., coughing, spitting, choking).
- Incontinent swimmers must wear waterproof swim pants.

Eligibility Requirements/Criteria for ID Fit, continued

- Provide own Personal Care Attendant if needed to manage above criteria. Staff reserves the right to require a Personal Care Attendant for all participants. See criteria for Personal Care Attendant.
- Issued cards are valid for one calendar year and require review by supervisor prior to renewal.
- Eligibility may be reassessed periodically by staff to ensure safe practices.



Personal Care Attendants

Personal Care Attendants support those who are unable to independently participate in Senior Center programs and activities. Personal Care Attendants are provided by the participant. Staff reserves the right to suggest or require a Personal Care Attendant when a participant's safety is in question. Should this occur, a supervisor will contact the individual, discuss specific needs, and may ask the individual to be accompanied by a Personal Care Attendant.

Personal Care Attendants:

- Are at least 18 years of age and proof of age is required.
- Have completed a Senior Center registration form and liability release prior to assisting.
- Must be capable of performing all necessary tasks/activities in order to assist the participant, and must remain easily accessible to them.
- Receive a photo ID to gain entrance into the Fitness Center and Natatorium, only when assisting a senior or ID Fit participant.
- Do not engage in their own exercise routine.
- Do not pay a fee to assist in programs, with the exception of Adventures to Go.

Program Information



Adventures to Go (ATG)

Registration

- Travelers must complete and submit a Senior Center registration form each calendar year prior to registering for any trips or being added to a wait list.
- Santa Clara residents have the opportunity to register for newly released trips following the Let's Talk Travel meetings and may register other Santa Clara residents who have a current registration form on file at the same time.
- Non-residents can register for newly released trips beginning the Monday after Let's Talk Travel and may register other non-resident seniors who have a current registration form on file at the same time.
- Based on the judgment of staff or escorts, travelers may be required to provide and register their own personal care attendant to accompany them on a trip. Individuals requiring personal care attendants are welcome to travel. They are asked to comply with criteria as stated under the Personal Care Attendants section of the Senior Center Guidelines for Use.
- Once a trip fills to capacity, a wait list will be created and travelers will be called as space become available. Trip fees are collected at the time of registration.
- Those trips not reaching their required minimum enrollment are subject to cancellation.
- Day and extended trips are offered to residents of Santa Clara and non-residents who are 50 years of age and older.
- Participants must complete a Senior Center registration and liability release form prior to participating on a trip and provide proof of residency and age.
- A photo ID card is not issued to ATG participants.
- All trips have associated registration fees.

Payment

1. Full payment is required at the time of registration for the majority of our trips.
2. For extended trips, deposit and payment schedules may vary and are set by the agency providing the trip.

Travel Insurance

1. The Santa Clara Senior Center recommends you consider travel insurance for all of your trips. Check: www.insuremytrip.com or check with any other insurance provider of your choosing.
2. Cancellation insurance for air/sea trips is available through the agency providing the trip for a limited time only.

Refund Policy

1. Day/Extended Trips: Please choose wisely; refunds will ONLY be given when a replacement can be found from the Santa Clara Senior Center trip wait list or the trip is cancelled by the Senior Center. If no wait list is available, the registrant may give their space to another person who is over the age of 50. Registrant must notify the Senior Center that they are doing so and must register at the Senior Center prior to the trip.
2. Extended Trips through agencies: Tour agencies have different refund policies for each trip. Please refer to the trip flyer for cancellation policy details. If a refund is permitted, you must submit a request to the tour agency by the cancellation date as noted under their "Cancellation Policy."

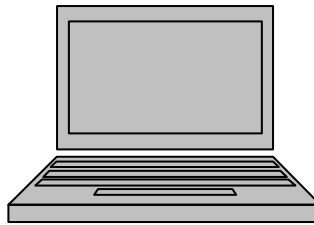
Trip Information

1. Trip itineraries may be modified due to unforeseen circumstances. Every effort will be made to replace the location and/or activity with one that is similar. Refunds are not guaranteed should there be a change in itinerary.
2. Please arrive at least 15 minutes before departure for day trips and 30 minutes before departure for extended trips; bus will leave promptly at time scheduled.
3. Seating on the bus is assigned by staff and determined by the date full payment is made; seats are assigned from front to back.
4. Only those officially registered for a trip may attend. Participant substitutions are not allowed at time of check-in on day of trip. All travelers must register in advance at the Santa Clara Senior Center and have a current registration form on file.
5. Participation may be revoked if, in the opinion of staff or the escort, a participant's condition could jeopardize the health, safety, or enjoyment of the other travelers.
6. Participants follow the Santa Clara Senior Center's Code of Conduct Policy.
7. No smoking or drinking of alcoholic beverages is allowed on the bus.
8. Travelers are responsible for meeting the group on time at a designated location, as instructed by the tour escort. Travelers who do not meet the bus at the departure time are responsible for making arrangements for their return home, at their own expense.
9. Pack lightly. Travelers must be able to carry their own belongings and luggage throughout the trip. Staff and escorts are not available to carry items for you.
10. Tour escorts may show movies, play games, converse, or sing on the bus. Please prepare yourself to hear sounds in a confined space.
11. All trip fees include a modest gratuity for the driver of the motor coach and servers at hosted meals, where applicable. When you experience exceptional service, you may choose to tip an additional amount. City of Santa Clara employees, tour escorts, and representatives cannot accept gratuities.
12. If a traveler leaves the group for any reason (medical emergencies included) and is unable to continue with the tour it is the traveler's responsibility to procure their own transportation and accommodations. Travelers who choose to stay behind are also

responsible for procuring their own transportation and accommodations. Tour escorts are responsible for the rest of the travelers and will remain with the group.

Health and Physical Considerations

- Due to the strenuous nature of traveling and touring, please be realistic about your health and physical abilities. Many trips involve walking long distances or over uneven terrain, long periods of standing or sitting, climbing stairs, and getting onto and off of the bus multiple times.
- Staff and escorts cannot lift or assist individuals with walking, climbing steps, or with personal needs such as carrying packages, getting meals, eating, etc. You may register a family member, friend, or personal care attendant for a trip to assist you; supervisor approval required (see Personal Care Attendant criteria).
- Travelers are encouraged to contact the Senior Center to update their registration form if their health condition or emergency information changes.



Computer Lab

Check in/out

- The lab is intended for independent use.
- There are 15 computers with Windows 7 operating system and Internet Access.
- Participants are required to sign in with Lab Attendant.
- Proceed to the assigned computer and begin working.
- Report any problems with equipment to Lab Attendant.
- When finished, sign out with Lab Attendant.

Equipment Use

- Use of computers and printer is available to citizens age 50+.
- Do not download files or programs to the computer hard drive. Download items to a personal USB/flash drive or a CD.
- When others are waiting, participants are limited to 60 minutes of computer time per user. Users may sign up on the waitlist for another 60 minute session.
- Participants may print up to 10 black and white pages per day. Additional black and white pages may be purchased for \$.15 per copy.

Conduct

- Please leave the Lab to make or receive a phone call.
- Users who are known to repeatedly damage computers in the lab by introducing viruses, worms and other malicious software face suspension.

- Please visit appropriate websites. The Senior Center's Code of Conduct will govern behavior in the Lab.
- No food or drinks allowed in the lab.
- If you leave your workstation, please notify Lab Attendant. Computers will be held for 10 minutes when others are waiting. After 10 minutes your turn will be forfeited.



Fitness Center and Natatorium

The 3,000 square foot Fitness Center is equipped with cardio equipment, weight machines, free weights, core conditioning equipment and a stretch area. Many pieces of equipment are wheelchair accessible. Please refer to operations manuals and orientation video (available for view from the volunteers at the check in/out table) for additional details.

The Natatorium is wheelchair accessible and consists of three indoor pools: a training pool, a warm water pool, and a spa. The training pool has a zero entry ramp and a low-level stairwell. The warm water pool has a low-level stairwell, transfer wall and is equipped with a powered chair lift.

Please consult with your physician or health care provider before beginning any type of fitness and/or aquatic exercise program. This is especially important for those with heart disease, diabetes, high/low blood pressure, or who are taking prescribed and/or over-the-counter medications.

Natatorium Hygiene

- The health and safety of our participants and staff is our number one priority. We also want to keep the facility and equipment in good working condition. Please observe pool and spa guidelines to ensure that all may enjoy their time here at the Senior Center.
- The Centers for Disease Control strongly recommend that all pool users shower with soap before suiting up to enter the pool. Nude showering removes bacteria from the skin and washes away body oils, lotions, hair products, etc. that can quickly use up the disinfectant in the pool.
- Do not swim with skin, ear, genital or other body infections, open sores, or wounds. Germs that cause illness can be spread from broken skin, even just microscopic amounts, in well-maintained pools. And even if your wound is covered, pool water can dry out and damage newly forming skin cells.
- Do not swim when ill with diarrhea. The microscopic germs that cause diarrhea can be spread when other swimmers swallow contaminated water. Swimmers with diarrhea should not use the pool while they're ill, and for two weeks after symptoms subside.

- Incontinent swimmers must wear waterproof swim pants.
- No spitting, spouting, or nose blowing in the pool. Substances from our bodies can be passed in microscopic amounts from swimmer to swimmer, even in well-maintained pools. Please observe the natatorium guidelines and shower with soap before swimming, and take a break from swimming if you've recently had a contagious illness, such as diarrhea, or have open sores.

Center Check in/out

- You must present your Santa Clara Senior Center card allowing the volunteer to see the picture on your card to check into the Fitness Center at each visit. Please check out upon completion of your work out. Participants who forget their cards must obtain a day pass from the front desk.
- Participants with a history of seizures are asked to wear an ID band which can be obtained from a volunteer.

Equipment Use

- Participants are asked to review the operation manuals and or video to familiarize themselves with procedures for each piece of equipment you used. Ask a volunteer if you have any questions about the intended use of a machine. Injuries may occur if equipment is used improperly. Staff is available to further assist if required.
- The Santa Clara Senior Center reserves the right to restrict use of specific equipment.
- Participants must wipe down equipment after each use.
- Wash hands before and after working out.
- Food or glass containers are not allowed in the Fitness Room.
- Inform Fitness Center volunteers of any concerns with Fitness equipment.
- Cell phones may not be used in the Fitness Center. Please leave the Fitness Center for calls during workouts. Use of exercise machines is forfeited when you leave.
- Participants who need to use the restroom while on a cardio machine can inform the Fitness Center volunteer so that their machine is not given away. Do not leave without notifying a volunteer.

Attire for Fitness Center

- Participants must wear appropriate athletic shoes with a closed toe, rubber soles, and a solid back.
- Casual dress shoes and dance shoes are not considered athletic shoes. Shoes that do not have the traditional look of an athletic shoe may be subject to approval from staff. Any person needing to wear an alternative shoe for medical purposes is to provide written confirmation from a health care provider. Staff may restrict use of certain fitness equipment.
- Participants must wear appropriate clothing while in the Fitness Center. Shirts, shorts and/or pants are required.
- Staff reserves the right to determine appropriateness of clothing.

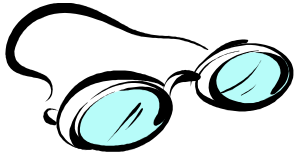
Attire for Natatorium

- Appropriate swim suits are required.
- Aquatic shoes are allowed in the pool as long as they do not leave scuff marks or disintegrate in water.
- Street clothes and street shoes are not permitted in the pools.

- Staff reserves the right to determine appropriateness of clothing.

Lockers

- Lockers are available for day use only. Bring your own lock. Locks are cut off at the end of each day and items are placed in Lost & Found located at the front desk. Unclaimed items are donated to charitable organizations.



Using the Pools

- Do not tamper with any City equipment.
- To use the lap pool you must be able to swim one length of the pool without stopping.
- Except during designated times, swimmers have priority of use in the lap pool. During designated times, exercisers and non-swimmers have priority of use as described by signage in the Natatorium (schedule is available in the monthly newsletter).
- Swim with those of similar speed. Always swim in a circle pattern.
- Swimming apparatus such as kickboards, pull buoys, paddles, and noodles may be used to assist you in your exercise program. Exercise aids may not be used as safety flotation devices. Use of any apparatus is subject to approval by staff.
- No swimming apparatus is allowed in the spa.
- No food or glass containers are allowed on the pool deck.
- Participants on medication should consult their health care provider prior to using the warm and hot water pools.

Tips to Use the Spa Safely

- Staff recommends a time limit of 15 minutes in the spa.

The **Centers for Disease Control (CDC)** recommends that you:

- Do not use the spa while under the influence of alcohol, tranquilizers, or other drugs that cause drowsiness or that raise/lower blood pressure.
- Pregnant women, elderly persons, and persons with heart disease should not enter the spa without prior medical consultation and permission from a health care provider.
- Do not spend more than 15 minutes in the spa. Leave the water to cool down before returning for another brief stay.
- If a participant experiences nausea, dizziness, or feels faint while in the spa they should immediately get out of the water. These are signs of hyperthermia (elevated internal body temperature) which can have serious health implications if ignored.
- Enter the spa slowly and cautiously. Be careful of your footing and allow your body to gradually get used to the water temperature. Leave slowly as well, because your leg muscles may be sufficiently relaxed to make you a bit unsteady, and you may become lightheaded.

Water Temperature

So that pool users may make an informed decision whether or not water temperature is suitable for their needs, there is one (1) thermometer in each pool.

- In the Lap Pool, water temperature ranges from 81-84 degrees F. The thermometer is affixed to the right handrail as you walk down the wet ramp, approximately six feet from the end of the ramp.
- In the Warm Water pool, water temperature ranges from 90-94 degrees F. The thermometer is affixed to the outside handrail, in the corner of the pool as you walk to the end of the dry ramp.
- In the Spa, water temperature ranges from 97-101 degrees F. The thermometer is affixed to the left handrail as you walk into the spa.

Non-Resident Use of Fitness Center and Natatorium

Santa Clara seniors may bring a non-resident guest to the Fitness Center and Natatorium for the day. Non-resident seniors are asked to:

- Be accompanied by a senior who lives in the City of Santa Clara.
- Complete a registration and liability release form prior to participating.
- Provide proof of age.
- Pay a usage fee of \$10/day.



Lapidary Lab

- There is a participation fee of \$1.00 per day.

Prior to using the Lab:

- Participants must complete and submit a registration and release of liability form to the front desk.
- Participants complete an orientation.
- For your safety do not wear clothing or items that hang from your neck.
- Participants with a history of seizures are asked to wear an ID band obtained from a volunteer.
- The Santa Clara Senior Center reserves the right to restrict use of equipment as deemed necessary.
- Participants should ask the volunteer if they have any questions about the intended use of a machine. Injuries may occur if equipment is used incorrectly.
- Use of the slab saw is by registration on the “Slab Saw Wait List.”
- Participants are responsible to clean up after themselves.
- Personal storage space is not available. Projects must be taken home daily.

Wood Shop

The Wood Shop is available to seniors who have successfully completed an orientation class. Check with the front desk or refer to the monthly newsletter for current hours of operation. A sticker is affixed to a resident fitness card after the orientation is completed. A photo ID card and sticker are issued to non-residents who solely use the Wood Shop.

Donations are appreciated to sustain the program.



- Participants are required to complete and submit a registration and release of liability form to the Senior Center prior to entering the Wood Shop.
- Participants with a history of seizures are asked to wear an ID band obtained from a volunteer.
- Participants are asked to review the operation manuals and familiarize themselves with proper procedures for using the equipment.
- Participants should ask staff if they have any questions about the intended use. Injuries may occur if equipment is used improperly.
- For your safety, do not wear clothing or items hanging from your neck.
- Participants are responsible to clean up after themselves.
- Machines cannot be saved when participants leave the room.
- Personal storage space is not available. Projects are to be taken home daily.
- The Santa Clara Senior Center reserves the right to restrict use of equipment.

Dining Out Program

The Dining out program is for any Santa Clara County resident age 60 and older. It is intended to help people continue living independently by promoting better health by providing a balanced meal as well as a location for socialization with peers. Spouses of Program participants may participate in the Program, regardless of age.

The Dining Out program is partially supported through anonymous, voluntary contributions. The suggested donation is \$2.50 for those 60 and older. Guests under 60 may make a reservation to eat but are required to pay \$5.00 per meal. Program volunteers and staff who are over the age of 60 are invited to eat but must ensure that all patrons have been served first.

The Santa Clara Senior Center hires Bateman Catering to provide its catered meals. Meals are ordered by the Nutrition Site Manager one business day prior to meal service. Program participants may choose from five meal selections:

1. Regular hot meal
2. Meat salad
3. Vegetarian salad
4. Meat sandwich
5. Vegetarian burger patty

The regular hot meal is listed on the calendar published monthly in the Senior Center newsletter. Meal selections are noted for each patron on the menu boards and, upon request of the patron, are updated. (More information will be given in later text.)

To make a reservation call 405-615-3174. Reservations must be made one day in advance and can be made for more than one day. This means that you must have your order in by 12 Noon the day before you wish to eat with us. Reservations will be held until 11:45 a.m. unless prior arrangements are made.

Code of Conduct

The Santa Clara Senior Center is a community recreation facility designed to meet the needs of Santa Clara seniors. We offer a variety of programs and services that help foster the well-being of our senior population, including, but not limited to, recreation, nutrition, life-long learning, health and wellness. The Santa Clara Senior Center provides citizens with information and resources on essential services in the community. Through participation and volunteerism, the Santa Clara Senior Center strives to create a place where seniors can socialize and feel a sense of pride in their community.

Staff and volunteers are not available to provide one-on-one supervision or assistance to seniors or other individuals who are unable to care for themselves. Participants must be able to function independently or with the assistance of their personal care attendant.

Participant Behavior Guidelines:

The following guidelines promote healthy and safe interactions for all participants to enjoy their experience when involved at the Senior Center:

1. Treat everyone with respect and courtesy.
2. Maintain appropriate hygiene.
3. Attend any required program orientations, including specific guidelines and use of safety equipment.
4. Refrain from use of abusive language, inappropriate physical contact and/or harassment of Santa Clara Senior Center participants, staff and volunteers.

Failure to comply with the Senior Center Guidelines for Use may result in a temporary or permanent suspension from further participation in Senior Center programs and services. Behavior that harms the health and safety of self, other participants, staff or volunteers will result in an immediate suspension from the facility.

Discipline Guidelines:

1st Offense: Verbal warning

Participant will receive a verbal warning from a staff person. Staff will document this occurrence on an “Incident Report.”

2nd Offense: Written warning

Staff will record the second offense on an “Incident Report.” Participant will meet with the Senior Center Site Supervisor. A written warning will be given to the participant and indicate that a future incident will result in a 30-day suspension from Santa Clara Senior Center programs and services.

3rd Offense: 30-day suspension

Staff will record the occurrence on an “Incident Report.” Participant will be asked to meet with the Senior Center Site Supervisor. A written suspension of 30 days (one month) will be given to the participant outlining the incidents and the specific violation(s) of the Senior Center’s Guidelines for Use. Failure to meet with the Senior Center Site Supervisor will be grounds for a continued and/or indefinite suspension of more than 30 days.

4th Offense: Six-month suspension

Staff will record the occurrence on an “Incident Report.” Participant will meet with the Senior Center Site Supervisor and Recreation Superintendent. A written six-month suspension will be given to the participant explaining the incidents and the violation of Senior Center Guidelines for Use, and include the beginning and end dates of the six-month suspension. Failure to meet with the Senior Center Supervisor and Recreation Superintendent will be grounds for a continued and/or indefinite suspension of more than six months.

5th Offense: Permanent Suspension.

Appeal Process

Participants have the right to appeal the Senior Center site Supervisor’s decision by requesting a meeting with the Recreation Superintendent within 90 days of a reported incident. To request a meeting, the participant must provide a written request to the Recreation Superintendent’s office at:

Santa Clara Community Recreation Center
969 Kiely Boulevard
Santa Clara, CA, 95051

After thorough review, an appointment will be made to discuss the situation. The participant will not be allowed to return to the Senior Center until the appeal process is concluded.



CITY OF SANTA CLARA PARKS & RECREATION DEPARTMENT
Santa Clara Senior Center Registration Form
January through December 2012



Please print clearly.

Date Received		Staff Initials	
First Name		Last Name	
Address (#, street, unit, city, state, zip code)			
<input type="checkbox"/> No <input type="checkbox"/> Yes I would like to receive City of Santa Clara e-mail updates with information about events and programs.			
Email Address (optional) _____			
Home Ph # (xxx-xxx-xxxx)	Cell # (xxx-xxx-xxxx)	Work # (xxx-xxx-xxxx)	Date of Birth (xx/xx/xxxx)

PARTICIPANT INFORMATION – Required information (check all that apply).		
Mobility Aids	<input type="checkbox"/> Cane	<input type="checkbox"/> Walker <input type="checkbox"/> Scooter <input type="checkbox"/> Wheelchair
Condition	<input checked="" type="checkbox"/>	Medication/ Pertinent Information
1. Allergies (Food and Medication)		
2. Angina		
3. Asthma		
4. Cancer		
5. Congestive Heart Failure		
6. Diabetes		
7. Emphysema		
8. Heart Attack		
9. High Blood Pressure		
10. Seizure		Date of last seizure:
11. Stroke		
13. Other Special Needs		
14.*Disability/Diagnosis (Check 1 box)		
<input type="checkbox"/> Developmental Disability	<input type="checkbox"/> Neurological/Cognitive Disability	<input type="checkbox"/> Physical Disability
Brief Description:		
<input type="checkbox"/> Personal Care Attendant; I am caring for:	<input type="checkbox"/> My Personal Care Attendant is:	
EMERGENCY CONTACTS – Please list two people that we can contact in an emergency.		
Name	Home Ph# (xxx-xxx-xxxx)	Cell # (xxx-xxx-xxxx)
Name	Home Ph# (xxx-xxx-xxxx)	Cell # (xxx-xxx-xxxx)

Office Use Only Below

☐ City of Santa Clara ☐ Santa Clara Annexed/SCUSD ☐ Non-Resident

CARD ISSUED: (check all that apply)

- ☐ Fitness Center/Natatorium
☐ Therapeutic Services (TRS) ID Fit *
☐ Santa Clara Resident
☐ Non-Resident Volunteer

NO CARD ISSUED: (check all that apply)

- ☐ Lapidary
☐ Adventures to Go
☐ Woodshop
☐ Non-Resident/Day Pass

GUARDCARD: No. _____

CLASS: Pin _____ Barcode _____

Input _____ Verified _____

Input _____ Verified _____

SANTA CLARA SENIOR CENTER GUIDELINES FOR USE

I have received and agree to comply with the program guidelines for use of the Fitness Room and Natatorium, Lapidary Room, Woodshop, and Adventures to Go. Please initial_____

RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT

I hereby release the City of Santa Clara, California ("City"), its City Council, representatives, employees, volunteers, agents, assigns, the Santa Clara Unified School District, its School Board, officers, agents, and employees from any and all claims, obligations, choices of action, and liability of any kind, arising out of or connected with my participation in classes or activities at the Senior Center and entry to and use of any facilities or equipment at the Senior Center. The consideration for this release is my participation in classes or activities at the Senior Center and entry to and use of any facilities or equipment at the Senior Center. This release is intended as a full and complete release covering any possible claims, injuries or harm, contingent or otherwise, involving personal injury or property damage which may arise in connection with my participation in classes or activities at the Senior Center and entry to and use of any facilities or equipment at the Senior Center.

I HAVE READ THE GUIDELINES FOR USE OF FITNESS ROOM AND NATATORIUM, THE WOOD SHOP PROGRAM GUIDELINES, THE LAPIDARY SHOP PROGRAM GUIDELINES AND THE ADVENTURES TO GO PROGRAM GUIDELINES, AND ANY OTHER GUIDELINES FOR USE OR PROGRAM GUIDELINES PERTAINING TO THE SENIOR CENTER, AND I AM AWARE THAT THESE ACTIVITIES MAY SUBJECT ME TO PHYSICAL RISKS AND DANGERS. I VOLUNTARILY AGREE TO ASSUME ANY AND ALL RISKS OF INJURY OR DEATH ARISING OUT OF OR CONNECTED WITH MY PARTICIPATION IN CLASSES OR ACTIVITIES AT THE SENIOR CENTER AND ENTRY TO AND USE OF ANY FACILITIES OR EQUIPMENT AT THE SENIOR CENTER. I HEREBY RELEASE, DISCHARGE, AND HOLD HARMLESS ALL OF THE ENTITIES OR PERSONS MENTIONED ABOVE WHO MIGHT OTHERWISE BE LIABLE TO ME, OR MY HEIRS, PERSONAL REPRESENTATIVES, RELATIVES, SPOUSE, AND/OR ASSIGNS.

I have carefully read this Agreement and fully understand its content. All participants must sign this Agreement.

Date_____

Signature: _____ Print Name:_____

The City will maintain your medical history and information in conformance with all applicable laws to ensure its confidentiality. For more information, contact the Santa Clara Senior Center at 1303 Fremont Street, Santa Clara, CA 95050; Phone: (408) 615-3170; Fax: (408) 246-0176; www.santaclaraca.gov.

Supervisor's Comments: _____

Supervisor's Signature: _____ **Date:** _____

Problem File Notes: _____